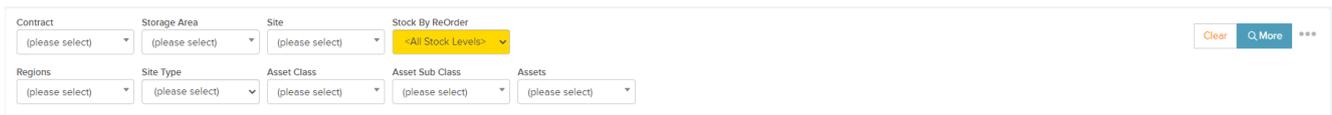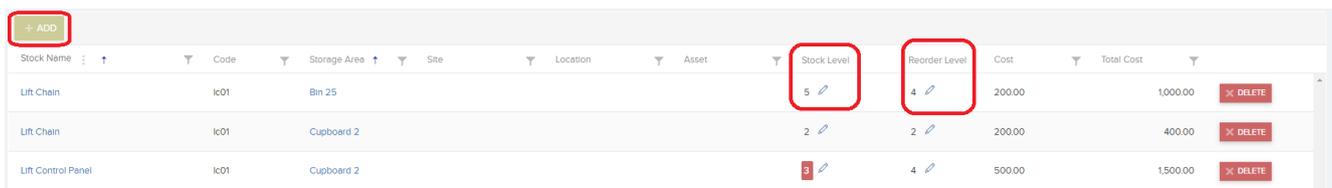# Stock Levels

The *Stock Levels* list displays the stock held in different storage areas, and assets which includes the stock levels.

Filters along the top of the page help you refine your search. The three dots next to the *More* button provide an option to export the *Stock Levels* list to an Excel sheet:

You can adjust the *Stock Level* and *Reorder Level* via the pencil icon.

To add stock to a storage area, select *Add* at the top-left of the page. A pop-up will appear where you can *Select* the stock to add to.

You will then be prompted to select a *Storage Area.*

Once the *Storage Area* has been selected you can input,

1. The new stock levels
2. The Reorder Level
3. Email Recipients so when the Stock Level drops below the Reorder Level that person will get an email.
4. Email Team so when the Stock Level drops below the Reorder Level everyone in that Team will get an email.

Click *Confirm* when you have filled this in, and this change of stock level will be reflected in the *Stock List*.